

NOVACHAT: Quick Reference Guide



Important Functions

Below are the main Functions buttons on the NOVA chat devices:

Menu Button  /  /  allows you to determine which vocabulary file will be used, which augmentative options are enabled, how and when to speak messages, and how a wide variety of other options are configured.

Home Button  /  /  navigates out of Chat software to the Home screen of the Android software.

Back Button  /  /  navigates to previous page or to previous Menu. Pressing and holding the Back button also reveals the Chat software menu.

 Click [HERE](#) to download Chat Editor

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Explore the Saltillo-Provided Vocabulary Files

1. Select **Menu > Library**.
2. Tap on one of the available vocabulary files.
3. Select **Open** and explore the file.
4. Repeat until you have viewed all options.

Turn Edit Mode On

To edit a vocabulary file or any resource linked to it (pages, buttons, etc.), you must first activate Edit Mode.

- Select **Menu > Edit Mode**.

All the buttons are outlined, and the words "Edit Mode", followed by the current vocabulary and page names, appear in red across the bottom row of keys.

Create a Copy of a Vocabulary for Customising

1. Select **Menu > Library**.
2. Choose the vocabulary file to copy.
3. Select **Duplicate**.
4. Type a name for the file and press **Save**.
5. Select the new file from the listing and press **Open**.

Modify a Button's Label or Message

See the *NOVA chat User's Guide* for information about editing button sets.

1. Select **Menu > Edit Mode**.
2. Press and hold on the button to modify (right-click if you are using Chat Editor). A menu will open.
3. Select **Edit Button** to display the Button Properties.
4. Tap in the Label or Message box to display the keyboard.
5. Enter text in the box.
6. Press **Save** to apply your changes to the button.

Modify a Button Using an Image from the NOVA Chat Library

1. Select **Menu > Edit Mode**.
2. Press and hold on the button to modify (right-click if you are using Chat Editor). A menu will open.
3. Select **Edit Button** to display Button Properties.
4. Select **Find** (on the device), or **Search** or **Browse** (in the Editor), to look for a picture that exists in the library.
 - i. *If you select **Find**:* Selecting **Find** opens a list of categories. Choose a category to open a list of images or use the search bar at the top. Then choose the image you want. The image will be displayed in the Button Properties. Press **Save**.
 - ii. *If you select **Search**:* Selecting **Search** allows you to search for icons with the label name. If you don't find an appropriate image, enter a new item in the text box, select **Search**, and choose a different image. Press **Save**.
 - iii. *If you select **Browse**:* Selecting **Browse** allows you to browse for images. Select a category to view the images in that category. Choose the image you want. Press **Save**.

Modify a Button's Style

1. Select **Menu > Edit Mode**.
2. Press and hold on the button to modify (right-click if you are using Chat Editor). A menu will open.
3. Select **Edit Button** to display the Button Properties.
4. Select the **Style** tab. The button style properties will be displayed.
5. Use the pull-down lists to select the font colour, body colour, border colour, font, size, shape, and border width for the button.
6. Check **Label on top** to define the label position.
7. Check **Bold**, **Italic**, or **Underlined** to modify label text.
8. If you want to create a visual scene in which the location speaks but the button itself does not appear, select **Transparent**.
9. When you finish making changes, press **Save**.

Modify a Button's Action

A single button can perform a number of different actions. For example: different speaking options; adding grammatical endings to words; clearing the display; or backspacing.

1. Select **Menu > Edit Mode**.
2. Press and hold on the button to modify (right-click if you are using Chat Editor). A menu will open.
3. Select **Edit Button** to display the Button Properties.
4. Select the **Actions** tab.
5. Tap the list arrow to open a list of actions (if you are using Chat Editor, click the list arrow).
6. Choose the action you want.
7. Remove any existing action that is not appropriate.
8. For some actions, you will be prompted for additional steps.
Example: If you choose a linking action such as **Navigate** or **Visit**, you will be asked to select the page to link the button to.
9. Press **Save** (if you are using the Editor, click **OK**).

Hint: Add a **Battery Status** action to a button to keep track of the NOVA chat and amplifier battery status.

Copy and Paste a Button

Buttons can be copied and pasted to new locations. If you modify a copy of a button, you will edit only the copy.

1. Press and hold on the button you want to copy.
2. Select **Copy**.
3. Press and hold on the new location.
4. Select **Paste**.

Create a Page

Pages are levels of specific vocabulary linked together to create a vocabulary file specific to the device user. You can create a page by using any of these methods:

- Create a new page
- Create a copy of a page
- Create a page from a template

- Copy pages from a different vocabulary file

Create a New Page

1. Select **Menu** > **Edit Mode**, then **Menu** > **Pages**.
2. Select **Menu** > **New Page**.
3. Give the page a descriptive name.
4. Select the number of rows and columns you need.
5. To change the background colour of the page, select **Set** and choose a colour from the palette.
6. To add a background image to your page, do either of the following:
 - i. Select **Import** to use an image stored on the device.
 - ii. Select **Find** to search for an image stored in the NOVA chat library.
7. Centre the image or stretch it to fill the page (if you stretch the image the aspect ratio will not change, so it might not totally fill the page).
8. Press **Save**. A blank page will be created in your vocabulary file, ready for you to place buttons.

Create a Copy of a Page

1. Select **Menu** > **Edit Mode**, then **Menu** > **Pages**.
2. Select the page to copy. (Right-click on the page if you are using Chat Editor).
3. Select **Duplicate**.
4. Give the page a new name and press **Save**.

Create a Page from a Template

1. Select **Menu** > **Edit Mode**, then **Menu** > **Pages**.
2. Select **Menu** > **New from template**.
3. Select the appropriate template and press **OK**.
4. Give the page an appropriate name and press **Save**.

Copy Pages from a Different Vocabulary File

1. Select **Menu** > **Edit Mode**, then **Menu** > **Pages**.
2. Select **Menu** > **Import**.
3. Select the vocabulary file in which the page(s) exist.
4. Check the appropriate page(s) and press **Import**.
5. Create a button to link to the new page(s).

Link a Button to a Page

1. Select **Menu** > **Edit Mode**.
2. Press and hold on the button to modify (right-click if you are using Chat Editor). A menu will open.
3. Select **Edit Button** if the button already has something in it or select **Create Button** if it is blank.
4. Select the **Actions** tab.
5. Tap the list arrow to open a list of actions (if you are using the Editor, click the list arrow). Select **Navigate** (or select **Jump to Page** to close the page after you speak a word).
6. Select the Page you wish to **NAVIGATE/JUMP** to.
7. Press **OK** then **Save**.

Add a Word to the Pronunciation Dictionary

1. Select **Menu** > **Application Settings** > **Speech Output** > **Voice** > **Pronunciations**.
2. Select **Menu** > **New**.
3. Type the word in the Pronounce box.
4. Select **Next**.
5. Type the phonetic spelling in the **Pronounce As** box (how you want it to sound).
6. Test the word by pressing **Pronounce It**.
7. Once the word is pronounced properly, press **Done**.
8. Press **Save**.

To edit or delete a word from within the dictionary, press and hold on the entry and choose the appropriate option.

Transfer Files between the Device and Editor

NOTE: Any vocabularies saved from software version 2.34 or higher (either in Chat Editor or Chat Software) will not import into a lower software version.

1. Start Chat Editor.
2. Connect a USB cable to the device and the computer that is running the Editor. The device screen will display "Transfer Mode".
3. From the Editor, select the **Library** menu and then click **Transfer**.
4. From the Transfer screen click **Vocabs to/from Device**.

Hint: In order for the transfer process to work, the NOVA chat and the Chat Editor software MUST be running the same version software. To check the device software version choose **Menu** > **Help** > **Check for updates**. To check the Chat Editor software version select **Help** > **About**. You will need to perform a software update if there is a mismatch.

Copy Files from the Device to Chat Editor

1. From the Transfer screen, select the vocabulary file(s) you want to transfer from the device to computer.
2. Click the **To Editor** button.
3. When the transfer is complete, the name of the file(s) should be listed in the Chat Editor section of the Transfer screen.
4. Click **Done**.
5. When you are finished transferring files, disconnect the USB cable from the device and the computer and return to NOVA chat.

Copy Files from Chat Editor to the Device

1. From the Transfer screen, select the vocabulary file(s) you want to transfer from the Chat Editor to the NOVA chat device.
2. Click the **To Device** button.
3. When the transfer is complete, the name of the file(s) should be listed in the Vocabs on Device section of the Transfer screen.
4. Click **Done**.

5. When you are finished transferring files, disconnect the USB cable from the device and the computer and return to NOVA chat.

How to use KIOSK mode & Menu Lock

Kiosk mode will stop the user accessing the Android system. Menu Lock prevents the user from changing any settings within the NOVA chat software.

Using the KIOSK mode setting:

1. Select **Menu** > **Application Settings** > **System** > **Kiosk Mode**.
2. If you wish to set a password: check the **Require Password** box, enter a new password, then select **Save** *. (Remember your password).
3. Place a check mark in the box next to **Kiosk Mode**.
4. Press **Back** until you reach your vocabulary.

* If you don't want to set a password then skip step 2.

Lock/Unlock the Menu

To lock the menu:

1. Select **Menu** > **Application Settings**.
2. Select **Menu Lock**. Select **Menu Lock** again.
3. Enter a password. Confirm the password.
4. Select **Save**. (Remember your password).
5. Press **Back** until you reach your vocabulary.
6. Select **Menu** > **Lock**.

To unlock the menu:

1. Select **Menu**.
2. Select **Unlock**. Enter your password and select **OK**.

NOTE: Enabling Menu Lock as well as Kiosk Mode will add another level to keep the user inside Nova Chat. By applying the Menu lock, no one will be able to get into application settings to turn off KIOSK mode.